

Notification of Appeal Procedure

Date of Notice: _____ Local WIC Agency: _____

Based on information available to the WIC Program, (name) _____ is not eligible to receive WIC benefits.

Reason (s) for the decision: _____

Local Agency Representative: _____
Name Title

What can I do? You can contact the Maine CDC WIC Nutrition Program to discuss your ineligibility and/or request a fair administrative hearing. In a fair administrative hearing you have the opportunity to tell why you think you were not treated fairly. You tell your reasons to an Administrative Hearing Officer who does not work for the WIC program.

How do I ask for a fair administrative hearing? You or your representative may ask for a fair administrative hearing by signing and returning this form to the Maine CDC WIC Nutrition Program or by writing to the DHHS Office of Administrative Hearings, 11 State House Station, Augusta, Maine 04333. The request must be received within sixty (60) calendar days from the date of this notice. The Office of Administrative Hearings will schedule the hearing and send you a letter with the date, time and location of the hearing.

Who makes the decision at a fair administrative hearing? After listening to both you and WIC staff and reviewing program rules, the Hearing Officer makes a decision, on behalf of the Commissioner of the Department of Health and Human Services. Both you and the Maine CDC WIC Nutrition Program will be notified in writing of the decision, by mail, approximately thirty (30) days after the hearing is closed.

What can I do if I do not like the decision? You can appeal the decision within thirty (30) days for judicial review to the appropriate Superior Court.

I do not agree with the decision made by the WIC program and I request a fair administrative hearing.

Signature _____ **Date signed** _____

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

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